

OHC

27 JUL 1989
OCA 89-2616

MEMORANDUM FOR: Director of Personnel

FROM: E. Norbert Garrett
Director of Congressional Affairs

SUBJECT: Briefing for Staff Members of House Post
Office and Civil Service Committee

1. [] of your staff did an excellent job of briefing staff members of the Post Office and Civil Service Committee of the House of Representatives on 30 June 1989. This was the second briefing that he has given for Congressional staffers on our behalf during the past few weeks and both were well-received.

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2. As you are aware, the Congressional staff members came to CIA to learn about the Agency's mission and function, as well as employee benefits and programs. [] participated in a tour of the Child Care Center and a meeting with the Deputy Director for Administration. His informal briefing on benefits and services and discussion over lunch was most beneficial to the staff members.

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3. We appreciate his willingness to spend time with the visitors. His understanding of the importance of such briefings and his professionalism in dealing with staff members help to improve our relations with Congressional Committees.

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[]
E. Norbert Garrett

Distribution:

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OCA/Senate, [] (26 Jul 89)

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TO : D/OCA		CONTROL #	DATE OF REQUEST 25 July 1989
FROM :	via	via DD/OCA	SUSPENSE DATE
SUBJECT : Briefing for Staff Members of House Post Office and Civil Service Committee			
NOTES			
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COORDINATED WITH (list names as well as offices)			
NAME		OFFICE	DATE
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ACTION REQUIRED BY D/OCA			
For your signature			

ROUTING AND RECORD SHEET					
SUBJECT: (Optional) Briefing for Staff Members of House Post Office and Civil Service Committee					
FROM: E. Norbert Garrett Director of Congressional Affairs			EXTENSION	NO.	
				DATE 27 JUL 1989	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED			
1. Director of Personnel 					
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